

## GLOSSARY

Term	Definition
<b>Alien</b>	Any person who is not a citizen or a national of the United States. Because the term is found objectionable by some people, it is not generally used in this report.
<b>Alien Number</b>	A unique identification number INS assigns to aliens (noncitizens) when any one of several INS actions occurs that results in the creation of a file on or issuance of secure documentation for the person. Such actions include admission as a permanent resident, asylee, or refugee, and issuance of an employment authorization document.
<b>Alien Status Verification Index (ASVI)</b>	An INS database containing information necessary to confirm the immigration and work-authorization status of noncitizens. The database is an extract of the information in the comprehensive INS Central Index System and, for some users, the nonimmigrant information system.
<b>Authorized worker</b>	An individual who is allowed to work legally in the United States.
<b>Basic Pilot Integrated program/system</b>	A revised version of the original Basic Pilot program that requires employers to enter Form I-9 data only once to initiate both SSA and INS verification. The computer system forwards relevant information from the employer to SSA and, if necessary, to INS.
<b>Basic Pilot program</b>	The first of three pilot projects for employment verification mandated by Congress in the Illegal Immigration Reform and Immigrant Responsibility Act. It verifies the status of all newly hired employees employed by participating employers in six States.
<b>Biometrics</b>	Biological identifiers, such as fingerprints and retinal scans, that can be used to establish identity with a high degree of certainty.
<b>Breeder documents</b>	Documents used to obtain other documents. For example, a birth parentage certificate is a breeder document for a driver's license.
<b>Central Index System (CIS)</b>	The INS database that is the primary source of information about noncitizens other than nonimmigrants.
<b>Citizen</b>	A person owing loyalty to a particular State, usually by virtue of birth, parentage, or naturalization. Generally used in the report to mean a U.S. citizen.
<b>Citizen Attestation Verification Pilot (CAVP)</b>	The second of three pilot employment verification projects mandated by Congress in the Illegal Immigration Reform and Immigrant Responsibility Act. The CAVP differs from the Basic Pilot in that employees who attest to being U.S. citizens are not verified electronically by the pilot system.

## GLOSSARY (continued)

Term	Definition
<b>Computer-Linked Application Information Management System (CLAIMS)</b>	An umbrella system that incorporates casework processing and tracking related to INS benefits.
<b>Computer-Based Tutorial (CBT)</b>	A computer-based training program that guides and tests employer representatives on the use of and procedures for the pilot system. INS provides it to employers on a compact disc.
<b>Database</b>	An electronic catalogue of information.
<b>Discrimination</b>	Adverse treatment of individuals based on group identity. In employment situations, discrimination is defined as differential treatment based on individual characteristics, such as race or gender, that are unrelated to productivity or performance.
<b>Employment Authorization Document (EAD)</b>	A document that is used to verify work authorization. The EAD application is processed at INS field offices and service centers.
<b>Employment authorized</b>	The designation that an employee is authorized to work in the United States. Persons authorized to work include U.S. citizens and nationals and noncitizens in various employment-authorized statuses.
<b>Employment verification</b>	Process of verifying authorization to work in the United States.
<b>Employment Verification Pilot (EVP)</b>	One of the early verification pilot programs instituted under the demonstration authority of the Immigration Reform and Control Act of 1986, as authorized under Executive Order 12781, dated November 20, 1991. This pilot verified the employment status of noncitizens only.
<b>Equal Employment Opportunity (EEO) notices</b>	Posted notices distributed by the Equal Employment Opportunity Commission saying that the employer does not discriminate.
<b>Establishment</b>	A location where an employer's business is conducted. A single employer can have many establishments.
<b>Executive Order 12781</b>	The Executive Order signed on November 20, 1991, authorizing INS to conduct demonstration projects for alternative employment verification systems. The Telephone Verification Pilot, the Employment Verification Pilot, and the Joint Employment Verification Pilot were conducted under this authority.

## GLOSSARY (continued)

Term	Definition
<b>Final nonconfirmation</b>	A result on the pilot transaction database indicating that the employee's work eligibility was not established because the employee or the employer did not take the necessary action to resolve a tentative nonconfirmation. This result is only issued after the employer has been notified of a tentative nonconfirmation response.
<b>Firm</b>	Used in this report to refer to the corporate entity associated with establishments in the study. A firm may operate one place of business or more, such as a chain of restaurants. A firm contrasts with an establishment, which is a single physical location at which business is conducted.
<b>Foreign born</b>	An individual who was born outside of the United States. American citizens can be foreign born, either because they were born abroad to at least one parent of U.S. citizenship or because they were naturalized or derived U.S. citizenship through their parents.
<b>Foreign national</b>	An individual who is a citizen of a country other than the United States.
<b>Form I-551</b>	A permanent resident card (green card) issued to lawful permanent residents (immigrants) that fulfills both registration and work-authorization requirements.
<b>Form I-551 stamp</b>	A stamp placed in the foreign passport to serve as temporary proof that the holder has been admitted for lawful permanent residence and is authorized to work.
<b>Form I-688B</b>	The older, less secure employment authorization document (EAD) INS issues. It is produced on stand-alone machines at local offices. Over time, INS intends to eliminate the I-688B EAD and issue only the more secure I-766 EAD.
<b>Form I-766</b>	An employment authorization document produced at the four INS service centers and is a state-of-the-art, counterfeit-resistant card that includes a hologram, a photograph, and a fingerprint, among other security features.
<b>Form I-9</b>	The INS form employers use to verify the work-authorization status of all newly hired workers in the United States. The form was developed following passage of the Immigration Reform and Control Act of 1986. See Appendix A for an example of this form.
<b>Form I-94</b>	An arrival-departure document issued to nonimmigrants, refugees, and asylees and used to fulfill documentary requirements. With an unexpired foreign passport, it can serve as proof of work authorization for certain groups of nonimmigrant workers, primarily those who are admitted to the United States to work for a specific employer.

## GLOSSARY (continued)

Term	Definition
<b>Fraudulent documents</b>	Documents that are counterfeit or are legitimate but have been altered to change the identifying information or images to represent another person. In this report, the term refers to identity and/or employment authorization documents.
<b>GENESYS</b>	A database, maintained by Marketing Systems Group, that contains demographic and business characteristics of establishments in the United States. It was used in the Basic Pilot program as a sampling frame for non-pilot employers. Information from this database was also used to compare pilot employers with non-pilot employers.
<b>H-1 Visa worker</b>	Highly skilled nonimmigrant workers admitted to the United States to work temporarily for a specific employer.
<b>Illegal alien</b>	A noncitizen who has not been lawfully admitted to the United States or who has violated the terms of his/her lawful admission.
<b>Illegal Immigration Reform and Immigrant Responsibility Act (IIRIRA)</b>	A major immigration law enacted on September 30, 1996. Among other things, IIRIRA mandated that INS conduct and evaluate three pilot verification programs, including the Basic Pilot program.
<b>Immigrant</b>	A noncitizen who has been granted lawful permanent residence in the United States and is issued a Form I-551 (green card). An immigrant may either obtain an immigrant visa at a consular office overseas or, if a visa number is immediately available, adjust status at an INS office in the United States. Also refers to an individual who has moved to a new country with the intent of remaining there for 1 year or more. (See also <b>Lawful permanent resident alien</b> .)
<b>Immigration and Nationality Act of 1952 (INA)</b>	The major body of law that includes provisions relating to immigration and nationality. It has been amended several times, most prominently in 1965, 1976, 1978, 1980, 1986, 1990, and 1996.
<b>Immigration and Naturalization Service</b>	An agency of the U.S. Department of Justice that is responsible for enforcing the laws regulating the admission of foreign-born persons (i.e., aliens) to the United States and for administering various immigration benefits, including the naturalization of qualified applicants for U.S. citizenship. INS also works with the U.S. Department of State, the U.S. Department of Health and Human Services, and the United Nations in the admission and resettlement of refugees.

## GLOSSARY (continued)

Term	Definition
<b>Immigration Reform and Control Act of 1986 (IRCA)</b>	A major immigration law enacted on November 6, 1986, to gain control over illegal immigration. It provided for the legalization of certain long-term undocumented aliens and agricultural workers, increased border enforcement, and made it unlawful to hire undocumented workers. It also required that U.S. employers verify the identity and work-authorization status of all persons they hire.
<b>Immigration Status Verifiers (ISVs)</b>	INS field office employees who verify immigration status for participating benefits and licensing agencies and pilot employers. One of their functions is to verify the status of individuals receiving a tentative nonconfirmation from INS.
<b>Indirect costs</b>	A cost that is not identifiable with a specific function, product, or activity. For example, indirect costs associated with setting up the employment verification program can include reassignment of employees, additional recruitment, and delayed production.
<b>Insecure documents</b>	Documents that can easily be altered or counterfeited.
<b>Joint Employment Verification Pilot (JEVP)</b>	A pilot employment verification program, tested with 38 employers in the Chicago area under INS's demonstration authority that was the precursor to the Basic Pilot program. All newly hired employees were verified with SSA and the work authorization of noncitizens was verified by INS.
<b>Lawful permanent resident alien</b>	A noncitizen who is admitted to the United States to reside permanently. A green card holder. (See also <b>Immigrant</b> .)
<b>Machine-Readable Document Pilot (MRDP)</b>	Pilot mandated by the Illegal Immigration Reform and Immigrant Responsibility Act. The MRDP is identical to the Basic Pilot except that a machine-readable driver's license may be used to enter employee information into the computer. The pilot is currently being tested only in Iowa.
<b>Memorandum of Understanding (MOU)</b>	A signed document in which an employer agrees to abide by the provisions of the pilot program and in which INS and SSA agree to provide certain materials and services. See Appendix B.
<b>Nonimmigrant</b>	A noncitizen admitted to the United States with a nonimmigrant visa or under the visa waiver program for a specified temporary purpose and time period. Common examples are tourists, students, and foreign government officials.
<b>Non-pilot employer</b>	An employer who is not participating in the Basic Pilot program.
<b>No show</b>	A result on the transaction database indicating that an employee did not contact SSA or INS to pursue the resolution of a tentative nonconfirmation within the allotted timeframe.

## GLOSSARY (continued)

Term	Definition
<b>Notice of tentative nonconfirmation</b>	The printed form a pilot employer is to provide notifying an employee that a tentative nonconfirmation has been issued by the verification system and informing the employee of his/her rights and responsibilities with respect to the problem. The employee must sign the form, indicating whether he/she wishes to contest the finding.
<b>Numerical Identification File (NUMIDENT)</b>	The SSA database containing information on all persons issued Social Security numbers. In the employment verification pilots, employers access the NUMIDENT database to confirm the accuracy of the employee's reported Social Security number, name, date of birth, and citizenship/immigration status.
<b>Office of Special Counsel (OSC) for Immigration-Related Unfair Employment Practices</b>	Office established in the U.S. Department of Justice by the Immigration Reform and Control Act of 1986 to provide remedies for immigration-related discrimination related to employer sanctions and employment verification. The office provides a mechanism for dealing with discriminatory employment practices, including hiring and discharge from employment based on citizenship status or national origin.
<b>Operating costs</b>	Recurring costs associated with program operations.
<b>Operator error</b>	An entry incorrectly keyed into an employment verification database by an employer.
<b>Original Basic Pilot system</b>	The system initially used in the Basic Pilot to confirm employee eligibility. The employer inputs information to the SSA database by touchtone telephone. If INS contact was necessary, the employer entered additional Form I-9 information using a PC and a modem.
<b>Original States</b>	The five States initially selected for employer participation in the Basic Pilot program – California, Florida, Illinois, New York, and Texas.
<b>Out-of-status worker</b>	A noncitizen who does not currently have authorization to work in the United States.
<b>Pilot community</b>	The community within which a pilot employer conducts business.
<b>Pilot employee</b>	An individual working for a Basic Pilot employer.
<b>Pilot employer</b>	An employer that has signed a Memorandum of Understanding agreeing to participate in the Basic Pilot program. Not all of these employers are actively using the system at any point in time.
<b>Pilot non-users</b>	Employers who signed the Memorandum of Understanding but are not actually using the Basic Pilot system. In this report, pilot non-users are employers who reported in the employer mail survey that they were not using the system.

## GLOSSARY (continued)

Term	Definition
<b>Pilot State</b>	A State in which a pilot program is operating. For the Basic Pilot program, the pilot States are California, Florida, Illinois, New York, Texas, and Nebraska.
<b>Pilot users</b>	Pilot employers who are actually using the Basic Pilot system. In this report, pilot users are employers who reported in the employer mail survey that they are using the system.
<b>Point-of-sale device</b>	A device that is used to record a transaction (usually sale of a product at a retail establishment).
<b>Prescreen</b>	To evaluate the employment authorization status of an individual before hiring him/her. This practice is prohibited.
<b>Primary query</b>	The first step in the computerized pilot employment verification process. The employer enters information from the employee's completed I-9 form and transmits it to SSA and, if necessary, INS.
<b>Probability of selection</b>	The probability of a unit being selected into a sample. For example, if all pilot employers are included in the sample, the probability of selection is 1; if half are included, the probability of selection is 0.5.
<b>Process evaluation</b>	An evaluation to determine if a program is operating efficiently and in a way that is consistent with the original program requirements.
<b>Query</b>	The action of keying information and accessing a database to verify employment eligibility. A single employment verification may involve multiple queries.
<b>Referral notice</b>	The official notice an employer provides to an employee who wishes to contest a tentative nonconfirmation finding in the verification process. It explains what procedures the employee must take to resolve his/her case.
<b>Sampling frame</b>	The list from which a sample is selected. For example, in the on-site employer survey the sampling frame was all Basic Pilot establishments in the five original States that were actively using the pilot system.
<b>Sanctions (of employers)</b>	A provision in Section 274A of the Immigration and Nationality Act that makes it unlawful to hire or continue to employ workers who are not authorized to work in the United States. It provides penalties for employers who knowingly hire workers who are not work-authorized.
<b>Secondary verification</b>	The second stage of verification under the pilot programs, in which an INS Immigration Status Verifier seeks additional information relevant to an employee's work-authorization status. This step is required if the electronic SSA and INS verification process cannot confirm work authorization.

## GLOSSARY (continued)

Term	Definition
<b>Secure documents</b>	Documents that have special features such as holograms, embedded images, biometric identifiers, or other security features that make them difficult to counterfeit. Such documents are issued through processes that are also secure.
<b>Self-terminated</b>	Generally, this means that the employee resigned. However, some employers use this category when they fire an employee for reasons unrelated to the Basic Pilot process.
<b>Social Security Administration (SSA)</b>	An agency of the U.S. Government that is responsible for administering several Federal programs. SSA issues Social Security numbers to eligible persons; provides financial protection to workers and their families, as well as retirement, disability, or survivors benefits; and pays monthly benefits to the aged, blind, or disabled who have little or no resources.
<b>Stakeholders</b>	Individuals and organizations with an interest in a program or issue.
<b>Standard Industrial Codes (SIC)</b>	A standard set of codes developed by the Federal Government to classify industries.
<b>Start-up cost</b>	The costs incurred by a business or the Federal Government to initiate and implement a new program
<b>Systematic Alien Verification for Entitlements (SAVE)</b>	A program administered by INS used by benefit-issuing agencies, licensing bureaus, and employment verification pilot employers to determine a noncitizen's immigration status.
<b>Target population</b>	The individuals or groups of interest to a study. For the Basic Pilot program, the target population included both employers who participated in the pilot and similar nonparticipating employers.
<b>Telephone Verification Pilot (TVP)</b>	The first pilot program initiated under INS's demonstration authority. The pilot used Systematic Alien Verification for Entitlements (SAVE) procedures to enable the nine participating employers to verify the employment eligibility of noncitizen hires via telephone.
<b>Tentative nonconfirmation (of work authorization)</b>	The initial response from the employment verification pilot system when an employee's work authorization cannot be immediately confirmed. There are many possible reasons that an employee may receive a tentative nonconfirmation, ranging from employer keying errors to an employee's lack of authorization to work.
<b>Transaction database</b>	The administrative database that captures all Basic Pilot transactions by employers, SSA, and INS.

## GLOSSARY (continued)

Term	Definition
<b>Triangulation</b>	The general approach used by the evaluation team to analyze the multiple data sources available. Triangulation involves comparing the results of the analyses of multiple data sources and reconciling or explaining inconsistencies among the findings from the different sources.
<b>U.S. citizen</b>	An individual who is born in the United States or attains U.S. citizenship by birth abroad to U.S citizen parents, naturalization, or derivation of citizenship following his/her parents' naturalization.
<b>Unauthorized worker</b>	A noncitizen who does not have legal permission to work in the United States because of his/her immigration status or because he/she has applied and been found ineligible for work authorization.
<b>Underground economy</b>	Economic activity that is unrecorded in the gross domestic product figures. It includes illegal and criminal activities such as gambling and drug dealing, as well as income that goes unreported to avoid taxation.
<b>Undocumented immigrant</b>	See <b>Illegal alien</b>
<b>Verification transaction record</b>	A record in the Basic Pilot transaction database capturing employer-entered information to determine an employee's work authorization.
<b>Web Access Method of Employment Verification</b>	A system under development that will allow SSA and INS to administer and employers to participate in the employment verification pilots through the Internet.

